

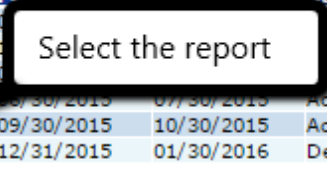
PI Directions for Submitting a NOAA Grants Online Progress Report

- 1) Login to NOAA Grants Online and open the award for which the progress report needs submitted.
- 2) Scroll to the bottom of the page where the list of Progress Reports are, and select the report you would like to submit.

Progress Reports

| Type | ID | Period Start | Period End | Due Date | Status |
|-----------------------------|-------------------------|--------------|------------|------------|------------|
| Performance Progress Report | 2503415 | 09/01/2014 | | | Accepted |
| Performance Progress Report | 2516821 | 10/01/2014 | | | Accepted |
| Performance Progress Report | 2530479 | 01/01/2015 | | | Accepted |
| Performance Progress Report | 2547313 | 04/01/2015 | 09/30/2015 | 07/30/2015 | Accepted |
| Performance Progress Report | 2558714 | 07/01/2015 | 09/30/2015 | 10/30/2015 | Accepted |
| Performance Progress Report | 2575451 | 10/01/2015 | 12/31/2015 | 01/30/2016 | Delinquent |

Export options: [Excel](#)



- 3) Select the 'Go to Performance Progress Report Details Page' link

[Organization Profile Change Request](#) >> [Search Awards](#) >> [Grants File - NA14OAR4830294](#) >> [Performance Progress Report - NA14OAR4830294](#)

Performance Progress Report - NA14OAR4830294

Id: 2575451
Status: Delinquent

[Go to Performance Progress Report Details Page >>](#)

- 4) Attach the Performance report by selecting the [+] symbol next to "Add new Attachment"
- 5) Complete the required fields to add a file and insert a description of the report
- 6) Once complete, click the Save Attachment button

Performance Progress Report - NA14OAR4830294

Attachments:

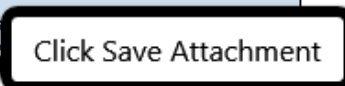
No attachments.

Add new Attachment: [-]

Filename: * No file chosen

Description: *

86 / 1000



- 7) Make sure the attachment has saved correctly under the attachments section
- 8) Once confirmed, click the Save and Start Workflow button at the bottom of the screen

Performance Progress Report - NA14OAR4830294

Attachments:

| Name | Short Description | Created Date | Remove |
|----------------------|-------------------|------------------------|--------|
| Progress Report.docx | example | 02/01/2016 02:16:53 PM | Remove |

[Download All](#)

[Large File Guidance](#)

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments.

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:

[Spell Check](#)

Reporting Period * 10/01/2015-12/31/2015 **Due Date** 01/30/2016 **Final Report** Yes No

Recipient Principal Investigators/Project Directors:

One item found.1

| Name | Telephone | Submitting | Submitting? |
|-----------------|--------------|------------|-------------|
| DeLuca, Cecelia | 303-497-3604 | Y | |

Recipient Authorized Representatives:

One item found.1

| Name | Telephone |
|------------------|--------------|
| Salinkas, Janice | 303-492-6440 |

Submitted On:

Accepted On: N/A

[Save](#)

[Save and Start Workflow](#)

[Cancel](#)

- 9) THIS REPORT HAS NOT BEEN SUBMITTED YET. The final step to forward the report to NOAA is to go back to the 'Performance Progress Report Details Page' and select 'Forward Progress Report to Agency' (This step can be completed by the PI or staff at OCG. Keep in mind if only the Workflow is completed and it is done near the due date, this could generate a NOAA delinquency notice. The report is **NOT** forwarded to the agency until the step identified below is completed. Questions? Send an email to ocgreports@colorado.edu.

[Inbox](#) [Awards](#) [Account Management](#) [Help](#) [Log Off](#)

Welcome to Grants Online Stacy Litwin. You are logged in to PRODIT.

Advisories >> Search Awards >> Grants File - NA14OAR4830161 >> Performance Progress Report - NA14OAR4830161

Performance Progress Report - NA14OAR4830161

Id: 2575406
Status: Not Delinquent

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)